

Transportation/Trip Reduction Incentive Program

The purpose of this incentive program is to enhance the city's and the employees' commitment to the reduction of both airborne particulates (pollution) and single use vehicle trips to and from work.

1. Effective December 1, 1997, all regular full and part-time employees will be eligible and encouraged to participate and receive a quarterly cash incentive for using an alternative means of transportation.
2. Employees desiring to participate need to pick up from Human Resources an alternative transportation log. To be eligible for a quarterly cash incentive, you must fill out the transportation log for a period of three consecutive months, beginning with the first week of the month.
3. When you have completed the log, you need to return it to Human Resources for approval and processing.
4. A cash incentive of \$25 will be paid quarterly, if you use an alternate form of transportation for three consecutive months, an average of 2 times per week, per month.
5. A cash incentive of \$50 will be paid quarterly, if you use an alternate form of transportation for three consecutive months, an average of 3 or more times per week, per month.
6. In special cases whereby the employee has an emergency and needs to get home immediately, the city will use due diligence in providing the employee with a city vehicle. Management approval is required in all cases. The employee is responsible for returning the vehicle, at the latest, the following day. It is understood that the vehicle will only be used for its intended purpose and will not be used for personal business.
7. For the purpose of calculating the number of days per week, one shift shall be considered one day even if the shift begins and ends on two different days.
8. If an employee goes on vacation that lasts one or more weeks, those week(s) will not be used in calculating the average number of days per week. This time will not count for or against the employee in calculating the cash award. The time needs to be in full week increments only. Partial weeks will still be counted toward the average. The employee needs to indicate "VACATION" on the alternate transportation log for the week in order for that time not to be counted.